

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD04-8

Date: October 4, 2004
50:43:lh:8486

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: APPLICATIONS—RAPID RESPONSE SPECIAL PROJECTS FUNDING
FOR PY 2004-05

EXECUTIVE SUMMARY:

Purpose:

This directive facilitates a localized, decentralized process for delivery of Rapid Response (RR) special project activities.

Scope:

This directive provides guidance for applying for State funding to meet the necessary and reasonable costs of delivering allowable RR activities in all of California's local workforce investment areas (LWIA) during Program Year (PY) 2004-05, (i.e., from July 1, 2004, through June 30, 2005). Due to delayed identification of fund availability, projects will operate from January 1, 2005, through December 31, 2005.

This directive does not relate to applications for RR Additional Assistance, which are described in Workforce Investment Act (WIA) Directive WIAD01-22.

Effective Date:

This directive is effective upon release.

REFERENCES:

- WIA Sections 101(38), 133(a)(2) and 134(a)(2)(A)(i)
- Title 20 Code of Federal Regulations (CFR), Section 665.320
- California's Strategic Five-Year Plan, Section IV.B.13

STATE-IMPOSED REQUIREMENTS:

Other than for federal citations and rules, this directive consists entirely of State-imposed requirements.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD03-3, dated July 23, 2003, and finalizes WIA Draft Directive WIADD-80, issued for comment on September 7, 2004. Retain this directive until further notice.

BACKGROUND:

The WIA defines RR activities as a State responsibility. However, it permits states to designate another entity to carry out these responsibilities. Pursuant to this authorization, California uses a decentralized RR strategy under which it delegates its RR responsibilities and awards its RR funding to local entities throughout the State to defray their costs of providing the RR services that are needed to respond to all dislocation events within each LWIA. Among the funding so provided is Special Project funding for allowable activities defined in Title 20 CFR Section 665.320. This directive and attachments provide the process whereby local entities can request special project funding for such allowable activities (only).

POLICY:

In PY 2004-05, the State will award approximately \$3 million for RR Special Project applications that meet the criteria established and adopted by the California Workforce Investment Board (State Board) at the May 18, 2004, meeting. These RR Special Projects will address additional needs of the community, beyond the baseline efforts, that fall within the allowable activities described in Title 20 CFR Section 665.320.

Local WIA administrative entities and other organizations may submit RR Special Project applications. These must specify and justify RR funding that is expected to defray the costs of allowable RR activities described in Title 20 CFR Section 665.320. The RR Special Project applications will be reviewed competitively to determine whether they will be funded and at what level. This process will use criteria for evaluation of proposals submitted for RR Special Project funding that were recommended at the May 18, 2004, meeting of the State Board by the State/Local Rapid Response Process Workgroup. These are shown in Attachment 2.

To ensure coordination and non-duplication of RR services, applicants other than LWIAs must demonstrate, in cover letters, that their RR Special Project applications have been prepared in coordination with the local Chief Executive Officer and Local Workforce Investment Boards, that their proposed RR activities are essential to address the unmet needs of special populations in a community(ies) and that the services they plan to provide will be coordinated, and will not duplicate/conflict, with other local RR services.

PROCEDURES:

Procedures for preparing RR Special Project applications are detailed in the attached *Special Project Funding Application and Priorities for Rapid Response Competitively Funded Projects Funding Approach*. Applications that the State has approved for funding will become the approved project plans used for program monitoring and

evaluation purposes. In the event the State awards less than the requested amount of RR funding, applicants will be required to submit revised funding requests and activity plans that reflect the amount of awarded funding and the activities that will be conducted.

ACTION:

An original plus one copy of all applications must be submitted by the close of business (5 p.m.) October 22, 2004, to:

Rapid Response Funding Coordinator, MIC 69-1
Workforce Investment Division/Program Section
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

They may also be hand-delivered to:

Rapid Response Funding Coordinator
Workforce Investment Division/Program Section
Employment Development Department
722 Capitol Mall, Room W1077
Sacramento, CA 95814

The purpose of the due date is to allow State staff to assess applications and prepare a consolidated funding recommendation and announce awards prior to January 1, 2005. Therefore, applicants are encouraged to submit fully executed applications by the due date. However, faxed applications that have been fully approved at the local level but lack official signatures will be accepted, provided fully executed applications are submitted promptly thereafter. Please fax applications to (916) 653-2467.

All funding decisions will be communicated to applicants in writing.

INQUIRIES:

If you have any questions, please contact your [Regional Advisor](#) at (916) 653-6347.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments are available on the Internet:

1. [WIA PY 2004-05 California RR Special Project Funding Application](#) (DOC)
2. [Priorities for RR Competitively Funded Projects Funding Approach](#) (PDF)